HOLY TRINITY CE PRIMARY SCHOOL SUNNINGDALE

FINANCE AND RESOURCES COMMITTEE

Minutes from meeting held on 4 March 2021 at 9.30 am via Microsoft Teams

Present: Mr B Aherne (Chair), Mrs A Boaler, Mr T Fettes *(in part),* Mrs J Griffith, Mr P Grover, Revd J Hutchinson, Mrs A Williamson

In Attendance: Mrs C Elsasser (Clerk), Mrs W Poulter (Bursar)

Not Present: Miss A Prince

Key		
(yellow)	**Support**	To support decisions and enquiries, staff welfare, sharing and clarification of key information, training
(red)	**Operational**	Action towards improvement, impact and success, monitoring
(green)	**Strategic**	Long and short term school development, staff welfare, improving pupil outcomes and welfare requirements,
(purple)	**Challenge**	To hold the Head to account for SDIP progress, financial decisions, learning and teaching, pupil outcomes

	742/21f Welcome Mr Aherne welcomed Governors to the meeting.
	743/21f Apologies for Absence Apologies were received and accepted from Miss Prince.
	744/21f Declaration of Business Interests None declared.
(red)	**745/21f Minutes of the Last Meeting** ***The minutes of the last meeting*** held on 15 October 2020 via Microsoft Teams had been distributed with the agenda. These were agreed as a true record of the meeting.
(red)	**746/21f Matters Arising** ***A table listing a summary of the matters carried forward from the May meeting as well as action points arising from the last meeting*** had been distributed with the agenda. It was noted that the majority had been able to be completed and the following were on-going:

	720/20f Other Financial Matters / d) Other sources of income – JG arrange to add wishing tree requests to school newsletter. **721/20f Governance / c) Feedback from SAC Committee meeting** – WP awaiting response from Hope Trust re funding for Pastoral Hub. **735/20f Governance / a) Governor Visits** TF to conduct visit on risk assessments for sporting and weekend clubs. **740/20f Any Other Business / a) Roofing** WP to seek quotes to upgrade school roof.
	747/21f Budget Update **a) Budget Comparison** ***A budget comparison paper had been distributed with the agenda***.
	Mr Aherne asked for the heading E28 Other Bought In to be changed to indicate that it included the Service Level Agreements with the Borough. **Action: WP amend heading E28 to show inclusion of SLAs**
	Mrs Poulter noted that from April the figures would be split so that each different funding source could be identified.
	Mrs Boaler enquired why the formula funding was less than anticipated and Mrs Poulter explained that when the budget had been drawn up the final figures from the Borough had not been available.
	Mrs Boaler noted that the PTA finance report was going to be shared with Governors but had not been done so yet. **Action: PG/AW approach PTA for a copy of the report**
	Mr Aherne thanked Mrs Poulter for preparing the budget paper and for organising and circulating for approval the SFVS which had been submitted on 8 January.
	b) Covid 19 catch up It was noted that another wave of funding was expected although as yet it was not known how much or when. Also noted that the final part of the payout from the original funding would arrive next term.
	Mrs Poulter noted that it was not possible to claim back any of the extra cleaning costs.

	She also noted that school would be keeping Mr Hill on as a casual employee for 8 hours a week to cover maintenance work around the school. He had already painted much of the school interior and built corridor display cabinets.
	Mrs Griffith noted that a parent had painted one of the classrooms over Christmas.
	It was noted that the current cleaning regime would be maintained for the time being.
	c) Staffing for 2020/21 Mrs Griffith noted that staff had until the May half term to indicate if they were moving on. She reported that she was aware that one member of staff had indicated that they were looking.
	She asked for Governor consideration to employ a known teacher on a supply contract for one day a week next year to assist with the double form year 6 and the fact that the Assistant Heads needed support time. This would cost an additional £7.6K pa.
	She noted that one staff member had requested to reduce to part time with immediate effect and this had been achieved using a known teacher to cover the hours. This would lead to a slight increase in expenditure as this teacher was on a higher scale.
	Mr Aherne flagged up that the budget would be £100K down when the double year moved on and noted that Mrs Poulter needed to achieve a healthy carry forward at year end to manage this reduction in income (£30K).
	Discussion took place about the possibility of another bulge year starting in Reception. It was agreed that the Borough should be informed that the Governors would be open to having another double class which might be needed with all the housing development on-going in the area. **Action: JG/AB to discuss with Ben Wright at RBWM**
	d) Car Park Extension Updates Mrs Poulter recommended Governors consider using capital funding to cover this work especially as it was noted that the ground in the current car parking area was breaking up and needed urgent attention.
	Mrs Boaler asked if this capital funding might be needed for roof repairs. Mrs Poulter noted that there were not currently any issues.

	It was agreed that the car park should be progressed so that work could be undertaken over the summer holiday. Mrs Poulter noted that one quote had already been provided and two more would be sought. **Action: WP to seek 2 more quotes for car park extension with aim for work to be done over Summer holidays.**
	e) Adventure Playground Updates Mrs Poulter noted that the KS2 trim trail was now unsafe and needed to be removed.
	Mrs Griffith noted that it would ideal to get the KS2 playground updated over the summer holidays. Plans for a scheme that could be added to over time were being looked at. One quote had been received at approx. £27K and others quotes were being sought - these would be shared with Governors after Easter. It was hoped that PTA funds would be used for this and a donation had already been received from a parent. **Action: WP/JG circulate quotes for KS playground development after Easter**
	Revd Hutchinson noted that church had the School House Trust and some funds from this might be available to assist with the playground development. **Action: JH investigate if funds would be available from School House Trust for KS2 playground development**
10.08	*Revd Hutchinson left the meeting*
	f) Technology Needs Mrs Griffith noted that 25 new pupil laptops had been received, just 5 more were needed to create a full class set. She noted that 11 DfE funded laptops were on loan to families at present.
	It was noted that leasing 12 staff laptops would be approx. £3K pa although Mrs Poulter was awaiting final confirmation of cost to include cover for accidental damage. **Action: WP forward details to Governors re leasing staff laptops**
	Mr Aherne proposed and it was agreed that £3K pa should be added to the budget each year in future for the lease of staff laptops. **Action: WP include £3K pa in budget for leasing staff laptops**

	Mrs Williamson enquired about security protocols for the staff laptops. Mrs Griffith confirmed that all data would be saved on the cloud server, there would be user agreements in place with staff and their home insurance needed to cover their laptops. It was agreed that school would look into security marking of the laptops. **Action: WP investigate security marking of new staff laptops**
	Mrs Williamson asked where the pupil laptops were stored and it was noted that they were locked in a cupboard within a locked room.
	748/21f Other Financial Matters **a) Pupil Premium** Noted nothing to update since last meeting.
	b) Sports Premium Noted nothing to update since last meeting.
	c) Catch up Funding It was noted that it had been agreed earlier in the meeting that this would have a separate line in the budget paper in future.
	Mrs Griffith noted that she would be seeing if any staff members would be willing to take on some one-to-one tutoring support.
	When children return to school their needs would be reassessed. It was noted that some non SEN children were expected to be just below where they should be as a result of being at home. She also noted that the SAC Committee were now tracking this group of children to monitor progress.
	d) SEN Budget and Spend Mrs Griffith noted that there were currently two new EHCPs in process but currently no funding to support the additional work needed. She reported that there was always overspend on SEN as there were children without funding whose needs had to be met.
	e) Staffing Discussed earlier in the meeting.
	f) Disposal of assets Nothing to report to this meeting.
	749/21f Governance **a) Governor Visits** It was noted that Mr Fettes had conducted a Covid risk assessment visit.

	b) Governor Training Needs It was noted that Mr Fettes had attended Health and Safety Governor training.
10.24	*Mr Fettes joined the meeting*
	Mrs Boaler noted that she had completed some online Governor training provided by Entrust/DfE for finance Governors. She would share slides and presentations. **Action: AB share slides from Entrust/DfE training sessions**
	c) Feedback from SAC Committee meeting The SAC Committee had asked F&RC to consider staffing options to support the Assistant Heads, this had been discussed earlier in the meeting.
	d) Triangulation back to SAC Committee To report that the staffing needs raised by SACC had been taken on board.
	750/21f Policies Eight policies had been circulated for review by the Committee. All were agreed and would be presented to the Full Governing Board for ratification: i. Confidentiality Policy ii. Finance Policy iii. Health and Safety Policy iv. Mobile Phone Policy v. Newly Qualified Teacher Policy vi. Safer Recruitment Policy vii. Teacher Appraisal Policy viii. Teacher Pay Policy
	751/21f Health and Safety Mrs Griffith noted that there had been a couple of recent incidents whilst the car park gates had been open all day, both had been reported to the police and steps would be taken to ensure the gates were kept closed in future. They were also looking into having the pedestrian gate locked with a lock release enabled from the office.
	The recent pupil accident in the playground had been reported to the Local Authority as per the policy and records had to be kept until the child reached 21 in case of a future claim.
	752/21f Safeguarding, Child Protection and Prevent Mrs Griffith noted that the there was one child on Child Protection and one on Child in Need, with various others receiving early help support and the numbers of these had increased over lockdown.

	She noted that all children would be monitored as they returned. Staff had been keeping in physical contact with families if they perceived there were any concerns that they were not engaging online.
	753/21f Any Other Business **a) Catering Contract** It was noted that Mrs Griffith and Mrs Poulter had reviewed the catering contract which was due for renewal for 3 years, there would be no increase in costs. Governors agreed to go ahead.
	b) Service Level Agreements Mrs Poulter noted that the cost of some of these SLAs would increase considerably, in particular HR support, the increase would amount to £2K pa. This was agreed.
	c) Kitchen Deep Clean Mrs Poulter noted that this needed to be done annually, however if school continued to purchase through the Borough they then added an additional management fee. Quotes were being sought from the catering company direct and it was expected that a saving of £250 could be made. The Borough required one year's notice. **Action: WP to obtain quote from catering company for kitchen deep clean.**
	d) Broadband Mrs Boaler asked if the upgrade had been completed. It was confirmed that this had been done after Christmas.
	e) Parent Contact Details Mrs Williamson noted that some group contact details had recently been shared via WhatsApp. It was agreed that the PTA and class reps should be reminded of correct protocol that communication can only be via Class List. **Action: JG/AW remind PTA/Class reps on communication protocol**
	f) Bank Signatories It was noted that these had now been set up for Head, one Assistant Head and Admin Officer.
	Mrs Poulter noted that they had still not received the credit card and she would chase this up. **Action: WP chase up school credit card**
	g) Thanks to Staff Mrs Williamson wanted to record thanks to Mrs Griffith and the whole staff team for the work they had been doing during lockdown with the children. All Governors were unanimous in their support and thanks.

	754/21f Impacts as a result of this meeting • Finances were under control • A budget strategy had been set for next year aiming for £30K carry forward • Car park extension would go ahead in Summer funded from the capital fund • Leasing of 12 staff laptops had been agreed • Updating the KS2 playground would go ahead • Investigations would start about a new bulge year • Catering contract had been ratified. • Service Level Agreements had been ratified • 8 policies had been agreed to go to FGB for ratification
	752/21f Date of Next Meeting 9.30 am 6th May
11 am	